



**Solicitation Information
March 12, 2015**

RFP# 7549404

TITLE: Psychiatric Services for Incarcerated Individuals

Submission Deadline: April 9, 2015 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov , no later than Monday, March 23, 2015 at 5:00 PM (ET) . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
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SURETY REQUIRED: NO

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Gail Walsh
Chief Buyer
Division of Purchases
RI Department of Administration

Applicants must register on line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1 -- INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to provide Psychiatric Services for Incarcerated Individuals, in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of State Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

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8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or Raymond.lambert@doa.ri.gov
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.
16. The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these

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assurances may be obtained upon request from RI Department of Corrections, Office of Financial Resources (phone: 401-462-2555 or by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

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SECTION 2 -- BACKGROUND AND PURPOSE

BACKGROUND:

RIDOC is a centralized, comprehensive correctional system for male and female adult offenders, located on the Howard Complex in Cranston, R.I. There are approximately 3250 sentenced and awaiting trial inmates housed in seven facilities on a one-mile square complex. These facilities are known as the Adult Correctional Institutions (ACI). Facilities include the State's only jail for pretrial detainees, four sentenced male facilities and two for female offenders. The RIDOC facilities in Cranston are Rhode Island's only jail and prison residential facilities for convicted State prisoners. Daily, there are approximately 3000 male and 250 female offenders. Approximately 15,000 men and 2500 women are committed into the system each year. The mission of the RIDOC is to contribute to public safety by maintaining a balanced correctional system of institutional and community programs that provide a range of control and rehabilitative options for criminal offenders. The DOC Rehabilitative Services Division provides a comprehensive array of rehabilitative opportunities including, but not limited to: GED, ABE, and educational opportunities; job training; domestic violence education; discharge planning programs; religious services and counseling; and a sex offender treatment program. Inmates must have access to the full range of healthcare services, based upon community standards.

In behavioral health, the ACI provides access to substance abuse education and treatment programs and comprehensive "out-patient" mental health treatment while individuals are incarcerated. In the jail population, the average pretrial length of stay is 24 days overall (16 days for women), although the median length of stay is only 4 days for men and 2 days for women. Because the overwhelming majority of inmates will be returning to the community, re-integration into the community must be part of the focus of treatment while incarcerated. Due to its public safety mission and the continuing responsibility for supervision through community corrections, access to treatment must be considered in all treatment decisions made. Additionally, as a publicly funded agency with fiscal accountability to the citizens of RI, there is an inherent responsibility to provide the most cost-effective care.

Historically, psychotropic medications have accounted for approximately 30% of the dollars spent on pharmaceuticals, the largest single disease category in terms of pharmaceutical costs. Second generation antipsychotics account for almost 75% of the psychotropic pharmaceutical costs behind Hepatitis C medications, even though, they are by far the minority of written scripts. As a public agency, cost control should be an important consideration in prescriptive choices. Prescribing clinicians must also take into account that many released inmates and offenders are not covered by health insurers or community mental health agencies and thus their ability to continue on medications is not always assured.

Specific Requirements:

The selected vendor will be required to provide on-site evaluation, assessment, and treatment to all inmates with mental health needs. The vendor shall also provide consultation and training to RIDOC mental health staff (Master's level clinicians), as well as primary care physicians, and nurses.

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SECTION 3 -- SCOPE OF WORK

REQUIREMENTS:

General Scope of Work: To provide on-site psychiatric services and evaluations to all inmates in the custody of the Rhode Island Department of Corrections who require treatment. This treatment will be provided in all facilities whether jail or prison.

Deliverables: The selected vendor will be expected to provide a specific number of hours per week on-site of either direct service to patients or consultation with other members of the healthcare team in order to meet the clinical needs of patients remanded to the custody and care of inmates at the ACI. The resulting contract will be for one (1) year, renewable for up to four (4) additional annual terms at the discretion of the State of Rhode Island. On occasion, the psychiatrists may be called upon to prepare and go to Court for either committing inmates to the Forensic Unit of MHRH for hospital level care or in seeking a PFI from a Judge. Any hours spent in this capacity are reimbursable as part of the contract.

RIDOC Responsibilities: Rhode Island Department of Corrections will provide adequate clinic space, EMR access and training and direction when necessary.

Contractor Responsibilities:

1. Psychiatrists, and/or appropriately supervised psychiatric clinical nurse specialists, will evaluate and treat inmates and offenders who are referred to them, within the limits of their professional licenses. They will appropriately document their treatment in the inmate's Electronic Medical Record.
2. It is expected that vendor's clinicians will see a patient for the amount of time clinically indicated for a particular service.
3. It is expected that the vendor's clinicians will work with RIDOC clinical staff in case consultation and treatment planning. The vendor shall designate one lead clinician per facility.
4. It is expected that the vendor will work with the RIDOC to establish a follow-up system of care for psychiatrically involved inmates, post-release, who are not otherwise covered by the community mental health system.
5. It is also expected the selected vendor will work in consultation with the RIDOC Medical Program Director and the URI School of Pharmacy, the manager of the RIDOC pharmacy contract and pharmaceutical utilization, to assure that clinically appropriate and the most cost effective treatment is being delivered. The vendor shall establish a process, with the RIDOC Medical Program Director and the URI Pharmacy consultants a process for medication review and establish targets for utilization of generic targets.
6. It is expected that the chosen vendor will identify measurable outcomes that support the public safety mission of the RIDOC.

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7. It is expected that the chosen vendor will be able to provide adequate on –site clinical coverage to all facilities on a weekly basis and also provide on call service to DOC clinicians.
8. It is expected that the chosen vendor will engage with the Medical Program Director in exploring and utilizing HIPAA compliant telephonic and asynchronous telephonic communication processes as an adjunct to on-site treatment as consultants to RIDOC primary care MD's.
9. The selected vendor will be responsible for providing on-site weekend coverage, of at least one day at the jail facilities on weekends, as well as on-call services for weekends and holidays. If the necessity arises arrangements will be made for either an ER visit or on-site psychiatric consultation for acute situations.
10. The selected vendor will provide vacation and extended illness coverage (in excess of a week) for all physicians and clinicians under the contract providing direct service to RIDOC facilities.
11. The selected vendor will provide on-site treatment, services, and evaluation to all inmates in all facilities in the custody of the RIDOC Monday through Friday 8:00am to 4:00pm.
12. The selected vendor will prepare court documents when necessary and required.
13. The selected vendor will provide on-call services each week day from 4:00 pm through 8:00am. Monday through Friday.
14. The selected vendor will provide on-call services weekends and holidays twenty four hours a day.
15. The selected vendor will provide on-site services to jail inmates and new commitments on a daily basis.
16. Licensed psychiatrist in the State of Rhode Island (must possess MD and/or DO).
17. Board certified or Board eligible in Adult Psychiatry.
18. Board certified or Board eligible in Forensic Psychiatry preferred.

In addition to the programmatic requirements described, successful applicants will be required to adhere to the following assurances and contractual requirements:

Security Requirement: Vendor staff must complete required RIDOC security training and adhere to RIDOC Policies and Procedures. Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc. Final approval of vendor's staff rests with the RIDOC.

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Cultural Competency: The racial composition of staff for the projects should also be consistent with the diversity of the current inmate population as much as is practical. Use of bilingual staff is highly desirable. Staff should be able to address the needs of individuals who have functional literacy and learning problems. Vendors should be able to demonstrate that their staff is appropriately qualified and experienced to provide treatment to an incarcerated population.

Contract Monitoring: The appropriate vendor staff will participate in quarterly scheduled meetings with RIDOC staff to monitor the status of the contract.

SECTION 4 -- TECHNICAL PROPOSAL

Narrative & format: The separate technical proposal should address specifically each of the required elements:

Staff Qualifications – This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

Capability, Capacity, and Qualifications of the Offeror – A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects, and a contact name and telephone number from the client; A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.

Work Plan – The work plan description shall include a detailed proposed project schedule (by task and sub-task), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

Approach/Methodology – This section shall describe the Contractor's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage of the project.

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SECTION 5 -- COST PROPOSAL

Detailed Budget and Budget Narrative: Example: Provide a proposal for fees charged reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. Explain the basis and rationale of your fee structure. Alternative fee schedule proposals will be considered; however, you must provide an understandable fee structure and explain the benefits of the alternative approach to include but not limited to:

- Cost per hour of on-site services.
- Cost per hour of on-call clinician.
- Cost per hour of weekend on-site coverage.

Number of hours vendor feels appropriate to provide adequate services to the inmate population based on past or the numbers provided in **Addendum I**.

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SECTION 6 -- EVALUATION AND SELECTION

Proposals will be reviewed and scored by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or more will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The Department of Corrections reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	25 Points
Capability, Capacity, and Qualifications of the Offeror	25 Points
Work Plan	20 Points
Total Possible Technical Points	70 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

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COST PROPOSAL SUMMARY

Offeror: _____

Address: _____

Taxpayer ID#: _____

Authorized
Agent: _____

Title: _____

Telephone &
Fax#: _____

E-Mail: _____

Cost Proposal:

\$ _____ /On-Site Hour Weekdays

\$ _____ /On-Call Hour

\$ _____ /On-Site Hour
Weekend and Holidays

of hours by facility to provide adequate on-site coverage

of hours per week to provide adequate weekend and holiday on-call coverage

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SECTION 7 -- PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov, no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7549404** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses {**an original (1) plus four (4) copies**} should be mailed or hand-delivered in a sealed envelope marked “**RFP#7549404 Psychiatric Services for Incarcerated Individuals**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated **bidder certification** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
2. A completed and signed **W-9** downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov **Please include with original proposal only.**
3. A **letter of transmittal** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.

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4. A separate ***Technical Proposal*** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff who will provide services covered by this request.
5. A separate, signed and sealed ***Cost Proposal*** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in ***electronic format (CDRom, diskette, or flash drive)***. Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.